

POLICY RENEWALS

I. GENERAL INFORMATION

The Standard Flood Insurance Policy is not a continuous policy. Each policy contract expires at 12:01 a.m. on the last day of the policy term. Renewal of an expiring policy establishes a new policy term and new contractual agreement between the policyholder and the Federal Emergency Management Agency. The NFIP must issue a notice of expiration not less than 45 days before the expiration of the flood insurance policy by first class mail to the owner of the property, the servicer of any loan secured by the property, and (if known) the owner of the loan.

All policies, including Submit-for-Rate, must be renewed using the rates in effect on the renewal date.

Policy renewal documentation and premium should be submitted to the NFIP in advance of the policy expiration date to ensure there is no lapse in coverage. There are two ways to renew a policy written directly with the National Flood Insurance Program or WYO Company:

1. The producer should complete the **entire** Flood Insurance Application when recertifying or changing policy information, and mail it with the appropriate premium to the NFIP.

The 30-day waiting period applies when an additional amount of insurance requested at renewal time is higher than the amount listed on the renewal bill provided by the insurer. The beginning of the waiting period is determined by the standard rules.

OR

2. The payor should respond to a Renewal Invoice by selecting an option shown on the direct mail notice and returning it with the appropriate premium to the NFIP.

II. RENEWAL INVOICE

All parties listed on the policy (insured, agent, mortgagees) are mailed a Renewal Invoice 45 days prior to the policy expiration date. The party designated on the policy record as the payor receives the payor's copy of the bill; all other parties receive a copy that states "THIS IS NOT A BILL."

A. Renewing for the Same Coverage – Option A

Option A of the Renewal Invoice shows current amounts of insurance and deductibles at the time the renewal notice is printed

B. Inflation Factor - Option B

Option B shows premium for amounts of insurance increased by an inflation factor of 10 percent for building coverage and 5 percent for contents coverage. The current deductible is used. For Preferred Risk Policies, Option B is the next higher coverage package available. There is no waiting period if Option B is chosen.

C. No Renewal Invoice Generated

Renewal Invoices will not be generated for the following situations:

1. Building under construction
2. Tentatively rated policy
3. Suspended community
4. Provisional rating
5. Group Flood Insurance policy
6. PRP ineligibility
7. Section 1316 property

III. PREMIUM PAYMENT DUE

To ensure that the policy is renewed without a lapse in coverage, the premium must be received by the NFIP within 30 days after the expiration date. As an alternative, the premium can be mailed by certified mail within 30 days after the expiration date.

Renewal payments may also be paid by either VISA or MasterCard credit cards utilizing the Credit Card Payment Form located at the end of this section. The form should be attached to the Renewal Invoice or Renewal Application and mailed to the NFIP for processing. If the charge is declined, you will be notified by return mail.

IV. EXPIRATION INVOICE

If the Renewal Invoice and premium are not received by the NFIP by the date of expiration, an Expiration Invoice is produced. This notice is mailed to the producer, insured, and mortgagee. The expired policy will be reissued with a new effective date if the appropriate form and premium payment are received by the NFIP within 90 days following the policy expiration date.

The Expiration Invoice advises the mortgagee that protection under the policy shall continue in force after the expiration of the policy for 30 days from the mailing date.

V. RENEWAL EFFECTIVE DATE DETERMINATION

Renewal dates are calculated as follows:

- If the Expiration Invoice and the premium are received by the NFIP within 30 days following the expiration, the policy will be issued under the same policy number as the previous term, with no lapse in coverage.
- If the Expiration Invoice and the premium payment are received by the NFIP after the 30-day period, but within 90 days following the expiration, the policy will be placed in force 30 days following receipt by the NFIP.
- If the Expiration Invoice and the premium payment are received after 90 days following the expiration date, the agent must submit a new application with the full annual premium. The standard 30 day wait rules will apply.

VI. INSUFFICIENT RENEWAL INFORMATION

To generate Renewal Invoices and Expiration Invoices, the NFIP must have received acceptable application data. A Renewal Invoice will not be generated in cases where a policy application has not been corrected prior to the start of a renewal cycle. Therefore, it is important that producers respond immediately to the requests for additional information.

VII. ENDORSEMENTS DURING RENEWAL CYCLE

Endorsements received at the NFIP within 75 days of the policy expiration date will not be reflected on the renewal bill. The producer should, therefore, ensure that the new policy is properly endorsed after renewal.

The producer should use a renewal application to ensure that all changes are reflected on the renewal.

VIII. REPETITIVE LOSS TARGET GROUP PROPERTIES

These must be processed by the NFIP Special Direct Facility. See the Repetitive Loss section of this manual for information.

SUMMARY OF POLICY NOTICES

<u>NOTICES</u>	<u>INSURED</u>	<u>PRODUCER</u>	<u>MORTGAGEE</u>
RENEWAL LETTER	NFIP mails letter 60 days prior to renewal date advising that an application submitted by the producer is required to renew policy.	NFIP mails renewal information request letter for completion and return within 30 days.	NFIP mails a copy of the same notice as mailed to insured.
RENEWAL INVOICE	NFIP mails notice for payment 45 days prior to renewal date.	NFIP mails notice for payment 45 days prior to renewal date.	NFIP mails notice for payment 45 days prior to renewal date.
EXPIRATION INVOICE	NFIP mails notice on policy expiration date.	NFIP mails notice on policy expiration date.	NFIP mails a 30-day notice of nonrenewal on expiration date. Mortgagee protection terminates 30 days after mailing of notice.
POLICY DECLARATIONS PAGE	NFIP mails Policy Declarations Page.	NFIP mails Policy Declarations Page.	NFIP mails Policy Declarations Page.



NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RENEWAL INVOICE

THIS FLOOD INSURANCE POLICY EXPIRES AT 12:01 A.M. ON:

Policy #:

INSURED PROPERTY LOCATION:

PAYOR IS:

DATE ISSUED:

PAYOR NAME & MAILING ADDRESS

AGENT/BROKER NAME & MAILING ADDRESS

Special Instructions:

SEE REVERSE SIDE OF BILL FOR IMPORTANT MESSAGES

OPTION	CURRENT COVERAGE			OPTION	INCREASED COVERAGE		
A	COVERAGE	DEDUCTIBLE	PREMIUM	B	COVERAGE	DEDUCTIBLE	PREMIUM
	Building	Building	1 Yr		Building	Building	1 Yr
	Contents	Contents	3 Yr * NOT * AVAILABLE		Contents	Contents	3 Yr * NOT * AVAILABLE

MAXIMUM COVERAGE AVAILABLE THROUGH
THE NATIONAL FLOOD INSURANCE PROGRAM:

BUILDING:

CONTENTS:

PAYOR'S COPY RETAIN TOP PORTION FOR YOUR RECORDS

▲ DETACH HERE

DETACH HERE ▲

FLOOD INSURANCE RENEWAL INVOICE

POLICY #: MORTGAGE LOAN NO: EXPIRATION DATE: DATE ISSUED:

OPTION A COVERAGE OPTION B COVERAGE

ONE YEAR: ☐ Bldg
THREE YEAR: N/A ☐ Cont

ONE YEAR: ☐ Bldg
THREE YEAR: N/A ☐ Cont

Check desired coverage & return bottom section of notice
with check or money order made payable to:

NATIONAL FLOOD INSURANCE PROGRAM
P.O. BOX 105656
ATLANTA, GA 30348-5656

INSURED NAME & MAILING ADDRESS

RETURN WITH PAYMENT

DO NOT FOLD, STAPLE, OR WRITE BELOW THIS LINE

RENEWAL LETTER

NATIONAL FLOOD INSURANCE PROGRAM

Servicing Agent

Date

Insurance Agency
1001 Insurance Way
Suite 101
Anytown, USA 99999-9999

RE: Insured/Applicant: John & Mary Doe
Policy Number: 4234567910

Dear Agent:

We are unable to produce a billing notice for the renewal policy listed above. Please provide the information requested below and return this form to our office as soon as possible. Upon receipt, the policy will be updated and a premium notice will be generated.

- ☐ Community Number invalid. Please verify.
- ☐ Community is in the Regular Program. Please provide a valid FIRM Zone ____.
- ☐ Construction Date: Month: ____ Day: ____ Year: ____.
- ☐ Property Address Incomplete.

☐ Other _____

If you have any questions, please contact me at extension xxx at the number shown below.

Thank you,

NFIP Servicing Agent

Agent's Signature: _____ Date: _____

P.O. Box 6468•Rockville, MD 20849-6468•(800) 638-6620



NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE EXPIRATION INVOICE

THIS FLOOD INSURANCE POLICY EXPIRED AT 12:01 A.M. ON:

Policy #:

INSURED PROPERTY LOCATION:

PAYOR IS:

DATE ISSUED:

PAYOR NAME & MAILING ADDRESS

AGENT/BROKER NAME & MAILING ADDRESS

Special Instructions: THE RENEWAL PREMIUM FOR THIS POLICY HAS NOT BEEN RECEIVED AS OF THE EXPIRATION DATE SHOWN. INSURANCE COVERAGE FOR THE BENEFIT OF THE MORTGAGEE ONLY WILL REMAIN IN FORCE FOR 30 DAYS.

SEE REVERSE SIDE OF BILL FOR IMPORTANT MESSAGES

OPTION	CURRENT COVERAGE			OPTION	INCREASED COVERAGE		
A	COVERAGE	DEDUCTIBLE	PREMIUM	B	COVERAGE	DEDUCTIBLE	PREMIUM
	Building	Building	1 Yr		Building	Building	1 Yr
	Contents	Contents	3 Yr * NOT * AVAILABLE		Contents	Contents	3 Yr * NOT * AVAILABLE

MAXIMUM COVERAGE AVAILABLE THROUGH
THE NATIONAL FLOOD INSURANCE PROGRAM:

BUILDING:

CONTENTS:

PAYOR'S COPY RETAIN TOP PORTION FOR YOUR RECORDS

▲ DETACH HERE

DETACH HERE ▲

FLOOD INSURANCE EXPIRATION INVOICE

POLICY #: MORTGAGE LOAN NO: EXPIRATION DATE: DATE ISSUED:

OPTION A COVERAGE OPTION B COVERAGE

ONE YEAR: ☐ Bldg
THREE YEAR: N/A ☐ Cont

ONE YEAR: ☐ Bldg
THREE YEAR: N/A ☐ Cont

Check desired coverage & return bottom section of notice
with check or money order made payable to:

NATIONAL FLOOD INSURANCE PROGRAM
P.O. BOX 105656
ATLANTA, GA 30348-5656

INSURED NAME & MAILING ADDRESS

RETURN WITH PAYMENT

DO NOT FOLD, STAPLE, OR WRITE BELOW THIS LINE

CREDIT CARD PAYMENT FORM

The National Flood Insurance Program now accepts flood insurance premium payments on VISA or MasterCard credit cards.

If you wish to pay for your policy by using either VISA or MasterCard, please fill out the bottom portion of this page, detach and return with your flood application, renewal, or General Change Endorsement Form.

If your charge is not accepted, you will be notified by return mail.

Flood Policy Number: _____

VISA ☐

MasterCard ☐

Expiration Date: ____/____/____

Account Number:

Cardholder's Name: _____ Amount of Charge \$ _____

Billing Address: _____

City, State & Zip Code: _____

Signature: _____ Date: ____/____/____

This policy is not subject to cancellation for reasons other than those set forth in the National Flood Insurance Program rules and regulations. In matters involving billing disputes, cancellation is not available other than for billing processing errors or fraud.

